

~~SECRET~~

UNITED STATES COMMUNICATIONS INTELLIGENCE BOARD

DIRECTIVE #3

(Approved by USCIB on 16 November 1948)

Declassified and approved for release by NSA on 07-17-2012 pursuant to E.O. 13526

~~SECRET~~

~~SECRET~~Instructions for Standing Committees of USCIB

(Approved by USCIB on 16 November 1948)

1. A monthly report by each standing committee will be prepared and will include (a) the agenda for the meeting; (b) minutes of the meeting; and (c) a brief resume of not more than two pages showing:

- (a) Important Items discussed at the meeting.
- (b) Important Items to be discussed at the next meeting.
- (c) Questions to be referred to USCIB or the Coordinator of Joint Operations, as appropriate.

For convenience in filing and uniformity in presentation when submitting such report, the resume of the monthly meeting will be placed on top of the minutes and the agenda beneath the minutes.

2. Two copies of the monthly report of each standing committee will be sent to the Secretariat by the last day of each month. Other copies will be furnished by the secretaries of the respective committees to the members of the committee and to such others as may be designated by the Chairman.

3. Where a matter considered by a standing committee is the subject of a recommendation to be forwarded for consideration by USCIB or the Coordinator of Joint Operations, a report shall be prepared by the originating committee. The report will be as brief as the nature of the case permits and will be limited to two pages double spaced, with additional material attached as may be necessary. Reports containing specific recommendations will contain:

- (a) Name of the originating Committee;
- (b) Date of report;
- (c) Statement of subject matter of the case or the nature of the problem;
- (d) Statement of facts bearing on the case;
- (e) Statement of conclusions reached by the Committee;
- (f) Recommendations drafted to include a directive, letter, or language containing completed staff work suitable for promulgation by USCIB or the Coordinator of Joint Operations;

~~SECRET~~

~~SECRET~~

(g) Date when each recommendation should become effective if adopted. However the establishment of effective dates will not be permitted to delay submission of agreed recommendations, either by reason of disagreement as to the effective dates or because of additional time required for full coordination with other committees, or authorities outside USCIB;

(h) An affirmative statement indicating (1) that the matter has been coordinated with other named committees and (2) the result of such coordination, or a statement that no coordination was deemed necessary;

(i) Signature of Chairman.

4. USCIB or the Coordinator of Joint Operations will fix the dates for completion of standing committee reports and other matters referred by USCIB or the Coordinator to the committees. Reports addressed to USCIB and affecting the responsibilities of the Coordinator of Joint Operations should be routed via the Coordinator, who will forward the complete report with such comments thereon as he may wish to make.

5. When a task has been assigned a standing committee, the committee will be presumed to have primary interest in the task and will take all necessary steps to accomplish it, including special meetings and coordination with other committees by joint meetings or otherwise, to the end that the report on the task may be presented to USCIB with the least practicable delay. If due dates cannot be met, a report of reason for the delay will be submitted to the Secretariat, USCIB as soon as known, but, at the latest, in time to be presented to USCIB at its next regular meeting and such reports will contain a recommendation for a new due date.

6. Standing committees may request the presence of specially qualified persons, military or civilian, to aid them in effectively accomplishing their work. Such persons may also serve on working committees.

7. Complete coordination of all matters not involving policy must be effected at standing committee level, and is the responsibility of the committee chairman. Complete coordination requires:

(a) Consultation by all members within the committee. Secretaries of committees will be responsible for circulating all reports, minutes of meetings, documents, etc. for approval by the members of the committee before submission to USCIB or the Coordinator of Joint Operations.

~~SECRET~~

~~SECRET~~

- (b) Consultation by members of the committee assigned primary interest with other committees having an overlapping interest.
- (c) Consultation by members of the committee assigned primary interest with their respective organizations for advice. However, committees are required to achieve solutions of the problems presented, after full consideration of all pertinent factors.

8. Prompt completion of assigned tasks by the standing committees is essential to the effectiveness of USCIB. Committee members will give prompt attention to work assigned to them.

~~SECRET~~